

BOARD OF DIRECTORS – ACTION SUMMARY
Wednesday, May 7, 2003 – 6:00 p.m.

Administration Building
2101 Hurley Way, Sacramento, CA

CALL TO ORDER

The meeting was called to order by President Goold. Board Members present: Duveneck, Engellenner, Goold, Granados, Jones, Stewart, Trujillo, Valley, Vanderveen. Staff: Fire Chief Martinez, General Counsel Price, Board Clerk Tilson.

PLEDGE OF ALLEGIANCE

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA

President Goold welcomed students from the Rio Americano High School government class who were present in the audience.

CONSENT AGENDA:

1. Board Meeting Action Summary—April 16, 2003

- **Board Action:**
Engellenner/Granados—Approve the Consent Agenda. Directors Duveneck, Engellenner, Goold, Granados, Jones, Stewart, Trujillo, Vanderveen, YES. Director Valley, abstaining. Motion carried.

ACTION ITEM(S)

1. Management Exchange Contract—California Office of Homeland Security—(Martinez)

- President Goold stated he received the letter from Mr. Vinson at the last Executive Committee meeting, now on the agenda for full Board discussion.
- Fire Chief Martinez stated the letter was received on April 16 and distributed. Discussion occurred during the Executive Committee meeting in Closed Session on his evaluation and dealing with his present schedule--no action was taken. He informed the Committee that he would prepare a staff report and bring it to the full Board.
- Fire Chief Martinez submitted a staff report with the attached two-page letter dated April 16, 2003 to President Goold from George Vinson, Office of Homeland Security (OHS), containing a request for the establishment of

a management exchange contract with Metro Fire Chief Rick Martinez to serve as an appointee of the Governor on the OHS management team—anticipate a limited period not to exceed 18 months.

- The concept is consistent with past practice on contracts for service and the District's perspective on assisting in crafting the mission and role of the Fire Department in general.
- Provides a funding mechanism for the interim restructuring now set in place and an opportunity for the District management staff to take on new roles.
- Staff recommendation to direct the Fire Chief to develop a management exchange contract with the California Office of Homeland Security or the appropriate agency/department of the State of California and authorize the Board President to sign the contract on behalf of the District.

Discussion:

- Director Granados expressed concern on behalf of the Fire Chief with the amount of time required for the start-up of the OHS in conjunction with managing the District and personal commitments.
- General consensus of the Board and the Fire Chief that a draft contract be prepared to include an exit clause providing for the collective discretionary ability of the Board of Directors or the Fire Chief to terminate the contract.
- **Board Action:**
Stewart/Jones—Approve staff recommendation with the exit clause. Unanimous vote in favor.

2. Resolution No. 33-03—Authorizing an Amendment to the Contract with the California Public Employees' Retirement System-3% @ 60-Local Miscellaneous and Removal of Contract Exclusion for Resident Firefighter—(Simcoe)

- Fire Chief Martinez responded to Director Engellenner stating all meet and confer issues will be satisfied.
- On April 16, 2003, the Board of Directors adopted the Resolution of Intention to approve an amendment to the CalPERS contract to include the 3% at 60 formula for Miscellaneous Employees and the removal of the contract exclusion for resident firefighters.

Prior to adopting the final Resolution, a ballot initiative was required for the 3% at 60. 96 ballots were sent to the Miscellaneous members—76 returned; 76 voted yes; zero voted no—there was a majority vote in favor by the eligible members.

The public notice requirements have been met. Adoption of this final Resolution will amend the PERS contract.

- Director Duveneck stated he was not in favor of extending the 3% benefit beyond the firefighters in consideration of the risk factor involved.
- **Board Action:**
Stewart/Vanderveen—Adopt the Resolution. Directors Engellenner, Goold, Granados, Jones, Stewart, Trujillo, Valley, Vanderveen, YES. Director Duveneck, abstaining. Motion carried.

3. Election-Special District Representative (Office No. 6) to the Sacramento Local Agency Formation Commission—(Jones)

- The resume' and work experience support the Board's endorsement of Charles T. Rose for Special District Representative. The District will seek the Alternate seat if vacated.
- **Board Action:**
Vanderveen/Duveneck— ballot cast to elect Charles Rose as Special District Representative, Office No. 6, to LAFCo. Unanimous in favor.

4. Bid Award—Protective Clothing—(Connor)

- In response to a Request for Bids, the following vendors submitted bids for Structural Fire Fighting and Wildland Ensembles:

L. N. Curtis & Sons

Securitex, Inc. (Fire Gear)

Staff evaluated the bids and selected Securitex because it is the lowest responsive bid meeting all of the required specifications.

- Staff recommends the Fire Chief be authorized to contract with Securitex, Inc. (Fire Gear) for the purchase of Structural Fire Fighting and Wildland Ensembles.
- **Board Action:**
Stewart/Duveneck—Approve the staff recommendation. Unanimous vote in favor.

**5. Bid Award—Workers' Compensation—
Administrative Services Contract--(Appel)**

- Received eight responses to the District's Request for Proposals (RFP); only three met all of the required specifications:

Alternative Service Concepts (ASC)	\$543,158
Bragg and Associates	\$472,875
CMI	\$530,000

A formal proposal presentation and interview process was conducted; CMI elected not to participate.

- Staff recommends the Fire Chief be authorized to award the District's Workers' Compensation Third Party Administrator (TPA) service contract to Gregory B. Bragg and Associates, Inc. for the three-year quoted rate.
- **Board Action:**
Engellenner/Vanderveen—Approve the staff recommendation. Unanimous vote in favor.

**6. Amendment to Joint Powers Agreement-California
Fire & Rescue Training Authority, Sacramento—(Price)**

- Amendment necessitated to reflect the current membership following the reorganization of American River Fire Protection and Sacramento County Fire Protection Districts.
- Proposed amendments include:
 - Revise the name of the training authority by deleting the reference to the former McClellan Air Force Base--now known as the California Fire & Rescue Training Authority.
 - Revise the membership to three agencies instead of four in recognition of the reorganization.
 - Revise the financial contribution formula in recognition of the reorganization to reflect Sacramento Metropolitan Fire District—30%, City of Sacramento—30%, and OES—40%.
- Staff recommendation to approve the proposed Second Amendment to the Joint Powers Agreement, and take this proposed amendment to each of the member agencies/governing boards for approval as provided in Paragraph 13 of the Joint Power Agreement.
- **Board Action:**
Stewart/Engellenner—Approve the staff recommendation. Unanimous vote in favor.

7. Establish Hourly Rate for Part-Time Helicopter Pilot—(Turner)

- Currently contract with San Joaquin Aviation for part-time helicopter pilots; experiencing a reduction in pilots available.
- Other options researched to reduce costs associated with using San Joaquin Aviation.
- Five other Fire Department Aviation programs surveyed; two agencies provided data for part-time pilots:
 - Orange County Fire Authority - \$39.00 per hour
 - Kern County Fire Department - \$33.45 per hour
- To compete in the market and attract quality pilots to meet our minimum pilot standard, staff recommends:
 - Hourly rate of \$39 to \$44 per hour depending on qualifications and at the discretion of the Fire Chief.
 - The employee will be provided no benefits.
 - The employee will be “at will” at the discretion of the Fire Chief.
- Director Duveneck stated the Policy Committee considered the issue and passed it unanimously.
- Staff recommends approval of an hourly rate for Part-Time Pilot of \$39 to \$44 per hour and authorize the Fire Chief to establish the appropriate administrative procedures to implement the program.
- **Board Action:**
Duveneck/Trujillo—Approve the staff recommendation. Directors Duveneck, Goold, Granados, Jones, Stewart, Trujillo, Valley, Vanderveen, AYE. Director Engellenner, NO. Motion carried.

8. Resolution No. 34-03—Industrial Disability Retirement Determination-Mechanic Drew A. Gullion—(Appel)

[Taken out of order after Closed Session]

- Based on medical information, Drew Gullion suffered a work related injury resulting in permanent disability precluding performance of duties as a Mechanic.
- Recommend adoption of the Resolution and forward it to PERS to make a determination on his disability application.
- **Board Action**
Granados/Engellenner—adopt the Resolution. Unanimous vote in favor.

Meeting reconvened at 7:20 p.m. following Recess

PRESENTATION ITEM(S)

1. Preliminary Budget FY 2003-2004—(Simcoe)

- Fire Chief Martinez stated it is a sound budget using 97.18% of our reoccurring revenue. Maintains a Reserve Undesignated at a minimum of 5% of the General Operating Budget set as a guideline by the Board. Statute requires adoption by June 30.
- Presentation by Assistant Chief Simcoe.

Preliminary Budget consists of three budget units:

General Operating Budget	\$ 103,304,858
Capital Improvement Program (CIP)	\$ 4,646,500
One-Time Expenditure Plan	\$ 1,941,000
Total Budgets	\$ 109,892,358

Funding:

Total Annual Revenues	\$ 106,304,858
CIP Reserves	\$ 1,646,500
Fund Balance-One Time Expenditure Plan	\$ 1,941,000
Total Funding	\$ 109,892,358

The General Operating Budget is funded entirely from reoccurring revenue and provides for all ongoing expenditures of Personnel Benefits; Services and Supplies; Taxes, Licenses, Assessments; and Fixed Assets including fleet replacement.

The CIP is funded from \$3 million of the annual reoccurring revenues and provides for station construction and any major renovation or remodel projects, and \$1,646,500 from the Reserves.

Fund Balance/Roll Over projection of \$6 million includes the unexpended CIP funds in this year's budget.

The One-Time Expenditure Plan is funded entirely by the Fund Balance/Roll Over.

Revenue growth projected at 8%, an increase from last year, based on data provided by the County of Sacramento.

Total General Fund Reserve projection is \$21,465,478.

District has Four Reserve Accounts:

Reserve Undesignated—Auditor recommends this title be changed to
Reserve for Contingency
Capital Improvement Reserve
Workers' Compensation Mandate
Benefit Reserve

Utilization of Annual Revenues:

General Operating Budget		% of Annual Revenue	% Rev Allocated
Employee Benefits	82,358,247	77.47	
Service and Supply	15,855,786	14.92	
Taxes, Licenses, Assessments	1,969,600	1.85	
Fixed Assets	<u>3,121,225</u>	2.94	
Total General Operating Budget	103,304,858		97.18%

Reserves are designated in the Final Budget process.

Discussion

- Director Vanderveen suggested a single consolidated budget vs. three budget units for easy comprehension to include impact fees; evaluate the personnel budget process containing costs in both the 1000 and 2000 Accounts; develop an alternative budget in the event of ERAF. In support of the Preliminary budget—housekeeping issues for the Final Budget.
- Director Granados to submit written questions to Chief Simcoe.
- Finance Committee to consider discussions as appropriate.

2. Fire Station Replacement Program Status Report—(Horel)

- The Board adopted an implementation plan for Phase I on March 19, 2003, and directed staff to begin the design and construction of eight new fire stations in a 3 ½ year period, occupancy by December 2006. We are on schedule and within budget.
- Included in the plan is the consolidation of Logistics with Facilities at the existing Fleet Facility.
- Reported on the Fire Station replacement segment.
 - Website utilized for procurement of contracts:

Architectural and Engineering Design—11 proposals received on May 1—anticipate a staff recommendation at the June 4 Board meeting with work to begin July 1, 2003.

Director Granados requested a list of the 11 bidders.

Environmental Services—Statement of Qualifications due May 8. Services to be used heavily in the initial real property acquisition phase. Staff recommendation to the Board anticipated in June.

- Station Design to begin on two District owned properties in July-- Eastern/Berrendo-Station 110 and Hazel/Roediger-Station 32.
- Real property acquisition phase—Three brokers retained to conduct site searches. Letters of intent will be sent to selected property owners— authority to enter into negotiations with interested property owners will be discussed with the Board in Closed Session.
- Distributed to the Board the SMFD-Phase I: Implementation Plan Schedule illustrating action timelines for the eight fire stations and the Facilities/Logistics Center; and a preliminary architectural rendering of the Eastern/Berrendo Fire Station.

PRESIDENT'S REPORT—(Goold)

- Fire Chief Martinez to comment on Governance consultant's interview and dates.
- Received thank you letters from the Cameron Park Board of Directors— appreciation expressed to our Critical Incident Stress Debriefing (CISD) team. Requested team manager's name to express an appropriate thank you from the Board.

FIRE CHIEF'S REPORT—(Martinez)

- April 22—Presented a security briefing to the City of Rancho Cordova.
- April 24—Attended a briefing and discussion with Secretary Ridge from the Federal Office of Homeland Security.
- April 25—Attended the Point West Rotary Club Annual Recognition for Firefighters in our community. Battalion Chief Dave Baltzell, Director of Training, was recognized as the Firefighter of the Year.
- April 28–May 2—Conducted Fire Captain Assessment Center Exam; Captain's list will be effective July 1.
- May 23 at 7:00 p.m.—Recruit Class 03-1 Graduation at the Trinity Life Center, 5225 Hillsdale Boulevard.

- Grant update—a \$290,000 grant was awarded to the District for a Decontamination Vehicle, enabling a fully funded purchase with no outlay, to complement our hazardous materials function.
- Weed abatement notices mailed—Fire Prevention staff working on the follow-up issues.
- Distributed May 6, 2003, Sacramento Bee newspaper article entitled, Security Training Facility Pushed, at Rancho Seco, McClellan Park, and UCD. A delegation from the Metro Chamber of Commerce and others traveled to Washington, D.C. returning tomorrow, with Deputy Chief Plessas as the District representative. All sources of funding are being pursued.
- Mr. Nelson, the Governance Project consultant, intends to interview staff and Board members for input. May 12 and 13 available for interviews.

Some members unavailable; new schedule to be established and coordinated.
- May 17—Annual Old Timer's BBQ and Golf at La Sierra (Gibbons and Garfield)—information to be faxed.

GENERAL COUNSEL'S REPORT—(Price) None

COMMITTEE AND DELEGATE REPORTS:

Executive Committee—(Goold)

- Next meeting TBD

Communications Center Delegate—(Vanderveen)

- Distributed a copy he prepared of the Comm Center Manager's Evaluation form endorsed by the Governing Board--may be appropriate for the Fire Chief evaluation with modifications.
- Next meeting: May 20, 2003 – 10:30 a.m.

California Fire & Rescue Training Authority—(Stewart)

- Next Meeting—May 30, 2003 – 10:00 a.m.

Finance Committee—(Jones)

- Next meeting—May 21, 2003 – 5:30 p.m.

Policy Committee—(Duveneck)

- Received presentation on today's meeting.
- Next meeting: June 4, 2003 – 5:15 p.m.

BOARD MEMBER QUESTIONS AND COMMENTS**Engellenner:**

- In the last two weeks, toured the Fleet Maintenance Facility and Communications Center. Commended Rich Wasina from Fleet; Chief Hartley and Sally Davis at the Comm Center—excellent tours.

Jones:

- Attended the conference in Denver, Colorado the last week in April.
 - The IAFF Executive and Human Relations Committee were in attendance. Information to share with Human Resources and the Policy Committee on entry-level exams and recruitment discussion.
 - The Department of Forestry has been tasked with teaching ICS to India with a \$2 million grant to initiate. Flood protection is a main issue and the County of Sacramento has real life experience—she is engaged in informational exchange talks. Government officials from India will be touring the United States during August and September, interested in an overview of the ICS system. Suggested to the Board the possibility of Sacramento Metro Fire hosting some of the government officials.
 - Toured NORAD in Colorado.

Granados:

- The Policy Committee will be discussing the concern of privacy as related to employees who are our most important asset.

Trujillo:

- Complimented staff, Assistant Chief Simcoe for an excellent report on the budget; and Construction Project Manager Horel for a visual presentation of the architectural rendering of the future fire station (Eastern and Berrendo site).

Valley:

- Excellent budget.
- Building the fire stations is a good sign.

Vanderveen:

- Outbound Friday morning on a military C58 to Hawaii—celebrating his wife's birthday and, coincidentally, the anniversary of his 50 years of service from the date he joined the Army combined with his tenure at the District. Working on the second 50 years upon his return at the next Board meeting.

Martinez:

- Thanked Director Vanderveen for his continued support at the Comm Center.
- Thanked Director Engellenner for taking his time to tour the Fleet Facility and Communications Center.
- Invited the Board to attend the Wildland Drills at Aerojet. Those interested can call the office for a schedule and directions.

Goold:

- Requested Board interaction with the governance consultant be made a priority. The opportunity to improve efficiency will enhance the leadership.

RECESS FOLLOWED BY CLOSED SESSION @ 8:30 PM**RECONVENE TO OPEN SESSION 9:40 PM/CLOSED SESSION REPORT**

Report by General Counsel Price:

1. LABOR NEGOTIATIONS

Pursuant to California Government Code Section 54957.6
District Negotiator: Deputy Chief Teresa Means
Employee Organization: Sacramento Area Fire Fighters Local 522

2. THREAT TO PUBLIC SERVICES OR FACILITIES

Pursuant to Government Code Section 54957
Consultation with Fire Chief Rick Martinez

3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to California Government Code Section 54956.9(a) – One (1) case
Drew A. Gullion v. Sacramento Metropolitan Fire District
Claim No. 6221020451

Resolution relative to the industrial disability to be considered under Action Item No. 8.

4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to California Government Code Section 54956.9(a) – One (1) case
Scott Castill v. Sacramento Metropolitan Fire District
Sacramento County Superior Court Case No. 02CS00695

5. PERSONNEL MATTERS –

Pursuant to California Government Code Section 54957
Fire Chief's Evaluation

All Closed Session items with the exception of Item No. 5 were discussed—no action taken.

ADJOURNMENT:

The meeting was adjourned at 9:45 p.m.

Grant B. Goold, President

James M. Stewart, Secretary

Charlotte Tilson, Clerk of the Board